

KELLY THAO

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KEY SKILLS

- Microsoft Office
- Written Communication
- Programming languages: HTML, CSS, JavaScript
- Public Speaking
- Telephone and Front Desk Reception
- Filing Database and Information

EXPERIENCES

York Comprehensive Highschool, York, SC

July 2018 – May 2019

Drum Major

- 1 year experience in conducting and keeping tempo for the band during games, practices, and competition.
- Assisted in training and teaching techniques to 150 plus members of the band.
- Lead stretching exercises and organized new student orientation.

Drum Major Academy, Charlotte, NC

July 18, 2018 – July 22, 2018

Attendee

- Attended UNC's Drum Major Academy for training in marching, conducting, and leadership skills.
- Learned how to give and receive constructive feedback and practiced commanding group members.

EDUCATION

University Of South Carolina, Columbia, SC

August 2022 – Current

Bachelors in Computer Information Systems, Minor in Business and Media Arts

- I'm a part of the volunteer group for the Fostering Felines Organization. We collaborate with local organizations to help raise funds for the animals in shelters.
- A previous member of the USC 2022 Transfer Students club (ATP).

York Technical College, Rock Hill, SC

August 2020 – May 2022

Associates in Arts – (graduated)

WORK EXPERIENCE

Staff Member / Camp K9 Resort, York, SC

February 2021 – December 2021

Achievements:

- Trained new employees and managed over the team whenever manager was absent.
- Held phone interviews and in-person interviews with potential customers.
- Calculated payments and prices before closing time.
- Entered and organized computer data of customers' information and future appointments.
- Provided medicine care, feeding, and grooming services for dogs.

Crew Member / McDonalds, Rock Hill, SC

June 2018 – October 2018

Achievements:

- Operated cash register and handled drive-through orders.
- Cleaned work area, stocked supplies, and packaged items.